



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

December 30, 1999

Ramiro G. Estrada, Treasurer
Chevron Employees
Political Action Committee
575 Market Street, Room 908
San Francisco, CA 94105

Identification Number: C00035006

Reference: July Monthly (6/1/99-6/30/99) And August Monthly (7/1/99-7/31/99)
Reports

Dear Mr. Estrada:

This letter is to inform you that as of December 29, 1999 the Commission has not received your response to our requests for additional information dated December 8, 1999. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies enclosed).

The Commission is in receipt of your 1999 December Monthly Report and Amended Statement of Organization dated December 20, 1999; however, they do not address the issues in our letters. If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Lucy Denny on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink, which appears to read "Peter Kelly".

Handwritten initials in black ink, possibly "JDG".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Carol Lottice, Treasurer
Chevron Employees Political Action
Committee
575 Market Street, Room 908
San Francisco, CA 94105

DEC 8 1999

Identification Number: C00035006

Reference: August Monthly Report (7/1/99-7/31/99)

Dear Ms. Lottice:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The totals listed on Lines 11(a)(i) and 11(a)(ii), Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. When an individual's aggregate exceeds the \$200 threshold, the amount should not be deducted from the Column B figure for Line 11(a)(ii). Please amend your report and any subsequent reports that may be affected by this correction.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

Lucy J. Denny
Reports Analyst
Reports Analysis Division

